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GENERAL SERVICES ADMINISTRATIVE  
Approved For Release 2002/06/05 : CIA-RDP78-00433A000100060046-6  
National Archives and Records Service  
Washington, D.C. 20408



December 16, 1968

STATINTL

[Redacted]  
Central Intelligence Agency  
Chief, Records Administrative Staff  
Washington, D. C. 20305

For some time the National Archives and Records Service has been concerned about our lack of knowledge about a number of recording media used for communications - what constitutes archival quality, and whether we can improve the media involved.


To this end we have requested the National Bureau of Standards to undertake the necessary studies, to be financed jointly by the Government and industry.

We need \$20,000 from Federal agencies before June 30, 1969. Could you arrange for your agency to participate in this project? Attached are two documents which will provide you additional information.

If it would help, we can write another letter to another person in your agency, or meet with any persons you suggest.

We would hope this project seems worthwhile to the archival and records management programs of the nation, especially to our Government, and that it warrants your funding support.

Sincerely,

  
EVERETT O. ALLDREDGE  
Assistant Archivist for Records Management

Enclosures

19 DEC 1968

**FACT SHEET ON GOVERNMENT-WIDE  
PAPER RESEARCH**

Over the past several years, the National Archives and Records Service has been modestly financing certain research by the Bureau of Standards on the permanence of paper. The Bureau has prepared six related reports, as follows:

1. The Yellowing of Paper (Report No. 9659, December 15, 1967)
2. The Effect of Laboratory Aging on the Reactivity of Papers With Blue Terazosium (Report No. 9675, January 29, 1968)
3. The Reaction of Alum With Paper Pulps (Report No. 9847, May 24, 1968)
4. Differential Thermal Analysis of Some Papers and Carbohydrate Materials (Report No. 9939, November 1, 1968)
5. The Stress-Strain Behavior of Laboratory and Naturally Aged Papers (Report No. 9940, November 1, 1968)
6. Evaluation of the Stability of Record Papers (Report No. 9941, November 1, 1968)

The Bureau of Standards has made a long-range proposal for the in-depth research and analysis necessary to know and evaluate certain fundamental facts about writing paper, envelopes, and other paper found in archives. As the National Archives alone cannot afford to finance the research, it is coordinating support from other agencies and from non-Federal sources.

In the balance of F.Y. 1969 the Bureau's objectives are:

1. To develop experimental pulps that will be used to make several kinds of paper to be tested by the Bureau;

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**SAMPLE**

Dr. James B. Rhoads  
Archivist of the United States  
National Archives and Records Service  
Washington, D.C. 20408

Dear Dr. Rhoads:

For Fiscal Year 1969 we will provide funds in the amount of  
\$\_\_\_\_\_ to help finance paper research being coordinated  
by the National Archives and Records Service and performed by  
the National Bureau of Standards.

The bill for this charge should cite appropriation no. \_\_\_\_\_  
and be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(title) \_\_\_\_\_

(agency) \_\_\_\_\_

**SAMPLE**